



DEPARTMENT SUSTAINABILITY PLAN

Date: July 30, 2012

Department: _____

Division/Program: _____

Contact Name: _____

BACKGROUND

Washington County has placed an emphasis on sustainability as a framework for planning, policy development, and management. The County is committed to expanding its sustainability initiatives and practices, and recognizes the importance of providing leadership in this area as a reflection of: 1) effective public administration; 2) health and well being of our community; and 3) concern for future generations.

Sustainability is more than a buzzword. County actions must produce results we can see and measure, be cost effective, and produce long-term benefits. Each County Department has at least one Sustainability Liaison who serves as a conduit of information between Departments and the Sustainability Program. The Liaisons are the Department's primary source of sustainability information, providing feedback on current practices, offering new ideas, and taking on projects to further the County's sustainability actions.

PURPOSE

As a way to improve our day-to-day operations, each Department should embrace and implement best practices for sustainable operations. This template is provided as a guideline for your Department or Division; however please document your initiatives in any way that makes the most sense for your work unit. If they are integrated into a Department strategic plan, please make sure they include the County Sustainability Initiatives listed below. Please make the plan available to all Department or Division employees in electronic form.

INSTRUCTIONS

Check the boxes next to the optional initiatives your Department or Division plans to implement. Use the date and text fields to add additional information or clarification. Use "N/A" for fields that do not apply.

COUNTY SUSTAINABILITY INITIATIVES

ENERGY USE

The County has set the following energy use reduction goals: 1) reduce building energy use by 10 percent from FY 2008-2013, 2) improve fuel efficiency of fleet vehicles by 5 percent from FY 2008-2013, and 3) set benchmarks for greenhouse gas (GHG) reduction.

Building Energy

Required Initiatives:

1. Ensure that staff understand and comply with the County's Energy Policy:
<http://county/indices/depts/Sustain/docs/EnergyPolicy4-2012.pdf>
2. Support the County's efforts to establish and operate an Energy Team:
<http://county/indices/depts/Sustain/resources.htm#energy>

Optional Initiatives - choose at least two initiatives from the following list:

- Ensure employees turn off lights when vacating common work spaces such as conference rooms, storage rooms, etc.
- Ensure employees are shutting down their computer at the end of their work day unless they have a specific reason to leave them on.

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- Ensure employees are turning off computer monitors and other electronic devices (task lights, fans, etc.) when not in use for 15 minutes or longer.
- Ensure exterior doors and windows are left closed to enable the HVAC system to run efficiently.

Fuel Use & Emissions

Required initiative for fleet vehicle users. Please choose one of the following two options:

- Use the County's Vehicle and Equipment Idle Reduction Guidance to create a plan for use within your Department/Division. http://www.co.washington.or.us/Support_Services/Sustainability/upload/Vehicle-and-Equipment-Idle-Reduction-Guidelines-12-2010.pdf
- Work with Fleet Services to develop alternative idling practices for your Department/Division.

Include dates for each follow up item related to your Idle Reduction Plan:

- Our Department/Division will develop an idling reduction plan by: October 1, 2012
- Our Department/Division will hold staff trainings on the plan by: October 1, 2012
- Our Department/Division will conduct an annual review by: October 1, 2012

Optional Initiatives - choose at least two initiatives from the following list:

- At the time of vehicle or equipment replacement, work with Fleet Services to select the most fuel efficient vehicle or equipment available that will serve the purposes and operating requirements of our Department/Division.
- Train staff to coordinate appointments and staff field operation functions to consider location proximity for optimal time and fuel efficiency.
- Train staff to coordinate carpools to meetings or take transit, when practical, to reduce the number of vehicle miles traveled.
- With the assistance of Fleet Services usage reports, monitor and track fuel consumption and usage in order to set and achieve realistic reduction goals.
- Consider overall Department/Division vehicle requirements and usage to determine if a reduction in the quantity of assigned vehicles is feasible.

Please list any additional Department/Division efforts related to reducing energy and fuel use:

RECYCLING & WASTE

The County has set goals to improve recycling rates and reduce waste put into waste stream at County Facilities by 20 percent from FY 2008-2013.

Recycling

Required Initiatives:

1. Ensure all employees have recycle bins available at their work stations. If more bins are needed, please e-mail Efua_Osam-Cue@co.washington.or.us
2. Ensure that your Department has at least one designated staff person actively participating as a County Sustainability Liaison: <http://county/indices/depts/Sustain/resources.htm#liaisons>

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Optional Initiatives - choose at least two initiatives from the following list:

- Ensure each garbage can in your work area is paired with a recycling bin for commingled recycling collection.
- Invite Recycle at Work program educators to a staff meeting to provide an overview of the County's recycling program and to answer employee questions.
- Ensure staff collect non-confidential, one-sided printouts to use for draft printing or note-taking.
- Implement a system for separately collecting and recycling items that are not allowed in the current commingled recycling system (such as plastic bags, clamshells, cell phones, etc.).

Waste Reduction

Required Initiative:

1. Make available at least one printer with duplex printing capability in each Department.
 - Ensure staff knows which printers are duplexers, so they can select them as default printers.
 - Ensure staff are trained on how to set printing preferences to encourage double-sided printing.

Optional Initiatives - choose at least two initiatives from the following list:

- Require default duplex printing for employees who are not required to print single-sided documents. Single-sided printing is still an option, as needed, through printing preferences at time of printing.
- Ensure staff review the formatting of commonly used printed materials (forms, documents, publications, etc.) for opportunities to reduce paper use without compromising function.
- Support efforts to transition to online and electronic document sharing and forms processing.
- Support efforts to increase or maintain the amount of durable dishware in Department/Division kitchens and break rooms, as a way to displace disposable items.
- Support staff efforts to host "green" meetings in your work unit. Include such initiatives as:
 - Limit the amount of printed material handed out
 - Provide durable dishware for meeting attendees, if refreshments are provided
 - Do not provide bottled drinking water for attendees; use durable cups and water pitchers instead.

Please list any additional Department/Division efforts related to recycling and waste:

I support any county efforts to find grant money for the purchase of tablets or other mobile devices that will reduce the need to print to paper.

PURCHASING

The County has set a goal to improve proportion of office products purchased by the County that is environmentally preferred.

Required Initiatives:

1. Ensure that Department staff comply with the Sustainable Purchasing Policy:
http://www.co.washington.or.us/Support_Services/Sustainability/upload/Sustainable-Purchasing-Policy-4-2012.pdf
2. Ensure that Department Purchasing Liaisons follow the Sustainable Purchasing Guidelines:
http://www.co.washington.or.us/Support_Services/Sustainability/upload/Sustainable-Purchasing-Guidelines-4-2012.pdf

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Optional Initiatives - choose at least two initiatives from the following list:

- Ensure that rechargeable batteries are provided for battery-operated electronics.
- Ensure that office supply orders are placed no more than once a week to increase efficiency of order processing time and reduce the number of totes delivered.
- Ensure the purchase of remanufactured laser printer toner cartridges or refillable inkjet cartridges for printers.
- Ensure that Purchasing Liaisons check first with the County Re-Use store before buying new supplies.
- Ensure that supplies used infrequently by employees are placed in shared work areas rather than stored at desks.
- Ensure that non-toxic cleaners are provided for employee use in kitchens and work rooms.

Please list any additional Department/Division efforts related to sustainable purchasing:

DEPARTMENT SUSTAINABILITY INITIATIVES


Please list any additional Department- or Division-specific sustainability initiatives (or attach separately):

REPORTING

Please provide an annual report to the Sustainability Program on progress toward the selected initiatives in your plan. Reports should be provided by August 1 each year for the previous fiscal year and sent to sustainability@co.washington.or.us. For example, reports for FY 2013 are due August 1, 2013. Please provide information about actions taken, results observed, and barriers to your sustainability efforts.

APPROVALS

Plans must be signed by Department Directors (and Division/Program Managers, if applicable) and emailed to the Sustainability Program. Plans will be reviewed and approved by Sustainability and the CAO. Once the approval process is complete, plans will be emailed back to the Department contact listed on the first page.

Division/Program Manager:		<u>Date:</u> July 30, 2012
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Department Director:		
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Sustainability Coordinator:	Robin Straughan <small>Digitally signed by Robin Straughan DN: cn=Robin Straughan, o=co, email=robin_straughan@co.washington.or.us, c=US Date: 2012.07.31 08:50:26 -0700</small>	July 31, 2012
<hr/>		
CAO Concurrence:	Rod Rice <small>Digitally signed by Rod Rice DN: cn=Rod Rice, c=US, ou=CAO Office, ou=Washington County, email=rod_rice@co.washington.or.us Date: 2012.08.17 12:37:38 -0700</small>	August 17, 2012



DEPARTMENT SUSTAINABILITY PLAN ADDENDUM

Date: September 3, 2013

Department: _____

Division/Program: _____

Contact Name: _____

PURPOSE

This document is an addendum to the department or division's approved sustainability plan. Additional initiatives are included in order to further improve the sustainability of County operations. This template is provided as a guideline for your department; however please document your initiatives in any way that makes the most sense for your work unit. If they are integrated into a Department strategic plan, please make sure they include the County sustainability focus areas listed below. Please make this and the original department plan available to all department employees, preferably in electronic form, so they are aware of the initiatives selected for their department.

INSTRUCTIONS

Check the boxes next to the optional initiatives your department or division plans to implement. Use the text field to add additional information or clarification. Electronic signatures and submission are preferred.

COUNTY SUSTAINABILITY INITIATIVES

GARBAGE

The County had set a goal of reducing garbage generated in County facilities by 20 percent from FY 2008-2013, but did not meet this benchmark. Employees can help us reach this goal by implementing the following best practices.

Garbage Reduction

Required Initiatives:

1. Ensure that staff tasked with coordinating meetings and events comply with the County's Sustainable Meeting and Event Guidelines. http://www.co.washington.or.us/Support_Services/Sustainability/upload/SustainableMeetingGuidelines_Approved07-23-13.pdf
2. Ensure that staff understand and follow the County's centralized garbage and recycling system to manage their own office-generated waste. Work site employee training and technical assistance is available from janna_allgood@co.washington.or.us, if needed.

Optional Initiatives - encourage staff to reduce garbage in at least two of the following ways:

- Show the Shake and Fold video at a staff meeting to help reduce paper towel waste. <http://www.youtube.com/watch?v=2FMBSblpcrc>
- Promote and encourage the use of reusable mugs and cups at meetings and events.
- Encourage sustainable behavior among team members:
 - o Throw away perishables in the centralized garbage containers rather than desk side to reduce pests, smells, and use of garbage can liners.
 - o Pack lunches in reusable containers to reduce kitchen and break room garbage.
 - o Bring reusable bags when shopping for County events, purchasing supplies, or food.
- Request staff training from the Sustainability Program on techniques for waste prevention and garbage reduction.

DEPARTMENT SUSTAINABILITY PLAN ADDENDUM

WATER USE

The County had set a goal of reducing water used in County facilities by 20 percent from FY 2008 - 2013 but did not meet this benchmark. Employees can help us reach this goal by implementing the following best practices.

Water Conservation

Required Initiative:

1. Ensure that staff reports water leaks from fixtures or any malfunctions with landscaping watering at your work site (such as sprinkler overspray onto sidewalks) to Facilities, via a work order from their Facilities Liaison.

Optional Initiatives - encourage water conservation in at least two of the following ways:

- Turn off the water when soaping up hands or dishes or when brushing teeth. Running water should only be used for wetting or rinsing.
- Don't waste water or ice from pitchers leftover at potlucks or meetings; use it to water plants.
- For staff who shower at work, keep showers to five minutes or less.
- For staff who prefer cold drinking water, use a pitcher to store water in the refrigerator instead of running the tap until it's cold.
- Request staff training from the Sustainability Program on techniques for reducing water use and conserving resources.

DEPARTMENT SUSTAINABILITY INITIATIVES

Please list any additional Department- or Division-specific sustainability initiatives (or attach separately):

REPORTING

Please provide an annual report to the Sustainability Program on progress toward the selected initiatives in your plan. Reports should be provided by the end of August each year for the previous fiscal year and sent to sustainability@co.washington.or.us. Please provide information about actions taken, results observed, and barriers to your sustainability efforts.

APPROVALS

Plans must be signed by Department Directors (and Division/Program Managers, if applicable) and emailed to the Sustainability Program. Plans will be reviewed and approved by Sustainability and the CAO. Once the approval process is complete, plans will be emailed back to the Department contact listed on the first page.

Date:

Division/Program Manager:

Department Director:



Digitally signed by Laura J. Orr
DN: cn=Laura J. Orr, o=Washington County, ou=Law
Library, email=laura_orr@co.washington.or.us, c=US
Date: 2013.09.02 11:32:26 -07'00'

September 5, 2013

Sustainability Coordinator:

Robin Straughan

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email=robin_straughan@co.washington.or.us, c=US
Date: 2013.09.02 11:34:07 -07'00'

September 5, 2013

CAO Concurrence:

Rod Rice

Digitally signed by Rod Rice
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email=rod_rice@co.washington.or.us, c=US
Date: 2013.09.23 14:46:06 -07'00'

September 23, 2013